



How to Tag Your Laptop



Contact the person in your department who has access to a Fund Number (e.g Department Admin, Director, Office Manager, Principal Investigator) and request to tag your laptop.



This person must submit a Computer Services Order Guide at www.myhelpdesk.weill.cornell.edu.



When the Computer Services Order Guide request is fulfilled, your department contact will receive a Request Number (i.e. ticket number). **They should share this request number with you.**



Book an appointment at the SMARTDesk by going to www.wcmc.simplybook.me and using the Request #. Select Device Drop-Off Service to have your laptop tagged while you're away, or Device Services to have your laptop tagged while you're there (this can take up to 1 hr).

Questions?